### JOB AID

# INITIATE A JOB CODE AND POSITION NUMBER REQUEST FOR A Non-WiTS HR ACTION

## CASE SAMPLE

### 1. HR SPECIALIST

1. HR Specialist initiates a Job Code and/or Position Number Request from the *WiTS Action Initiation* area of the work page only for HR actions that are not currently available in WiTS.

IMPORTANT NOTE: Only use this process to initiate a JC/PN request if it relates to an HR action type that is not currently available within WiTS. JC/PN requests associated with available WiTS HR Actions (i.e., Recruit/Selection; Career Change; Classification; Change in Work Schedule/Hours; Resignation) MUST NOT be initiated using this procedure, instead they can only be initiated from within that WiTS HR action process.

- a. Click on 'INITIATE JCPN' to initiate a JC/PN request for a non-WiTS HR action that is not currently entered in WiTS but that may require a Job Code or Position Number request to complete. Examples of HR Actions where no workflows are currently available in WiTS include:
  - o Realignment
  - o Extension of appointment
  - o Title 42 Senior Scientific
  - Correction
  - Cancellation

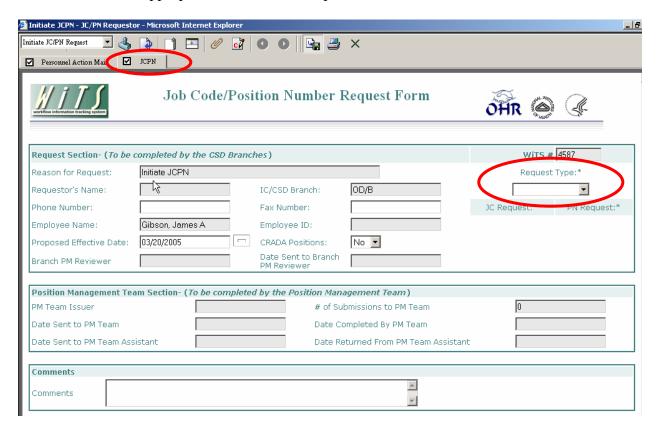
| ۱ 🍇 | WiTS Action Initiation      |   |
|-----|-----------------------------|---|
|     | ▲ Name                      | Description   |
|     | HR Systems Support Workflow | Process for initiating support requests for QuickHire, Quick Classification, Portal, Wi |
|     | Initiate JCPN               |   |
|     | Initiating Action Process   |   |

b. Enter the relevant information for the type of action requiring this JCPN request into the mandatory and non-mandatory fields as appropriate. Note that the Action Type field automatically shows "Initiate JCPN".

Initiate JCPN - JC/PN Requestor - Microsoft Internet Explorer

| OHR OF                   | TUTES OF HEALTH fice of uman Resources Pethers in Science |                            |            |                  |              | JC/P                | N Requ      | estor       |
|--------------------------|---|----------------------------|------------|------------------|--------------|---------------------|-------------|-------------|
| TRANSACTION INF          | ORMATION  |                            |            |                  |              |                     | * Re        | quired fie  |
|                          | ail Address*  | Action Type*               |            |                  |              |                     | HR* Date    | Entered     |
| 4587 sp47e@              | nih.gov   | Initiate JCPN              |            |                  | 03/11        | /2005               | 03/11       | /2005 17:21 |
| Administrative Code      |   | Center                     |            | ntion Initials   |              |                     | d Effective | Date*       |
| HNAM4                    | OD  |                            | OHR        |                  |              | 03/20/20            | 005         |             |
| Priority                 |   |                            |            |                  |              |                     |             |             |
| Medium 💌                 |   | 1                          |            |                  | 7            |                     |             |             |
| HR Assistant*            | Porter, Sharon 🔻  | HR Specialist*             | Porter,    | Sharon 🔽         | <u>Ш</u> ні  | R SPA*              | Porter,     | Sharon      |
| Date Initiated/Sent      |   | Date Initiated/Sent        |            |                  |              |                     |             |             |
| Date Returned to IO      |   | Date Returned to IC        |            |                  |              |                     |             |             |
| CHEDENTEMPLO             | VEE/DOCITION INC  | ODMATION                   |            |                  |              |                     |             |             |
|                          | YEE/POSITION INF  |                            | MI L       | not Name         |              |                     |             |             |
| Employee ID              | First Nam<br>James  |                            |            | ast Name<br>bson |              |                     |             |             |
| Position Title           | cames   | Pay Plan                   |            |                  | e Ste        | n Da                | y Band      | Pay Clust   |
| Biologist                |   | GS                         | ▼ 040°     |                  | <b>₹</b> 5(€ |                     | y Dana      | ray clus    |
| Position Number          |   | Job Code                   |            |                  |              | AN                  |             |             |
|                          |   |                            | _          |                  |              |                     |             |             |
| TK Number                |   | Base Salary                |            |                  | · '          | otal Sala           | У           |             |
| Certificate Type         | •   | Vice                       |            |                  |              |                     |             |             |
| NEW POSITION IN          | FORMATION (Comp   | lete for any action whe    | re the Pos | sition Title, Se | eries or Gr  | ade has cl          | nanged, e.g | . Career Cl |
| New Position Title       |   | New Pay                    | New        |                  | Nev          |                     | w Pay       | New Pay     |
|                          |   | Plan                       | Seri       | es Grad          |              |                     | ind         | Cluster     |
| Name Danistian           |   |                            | <b>T</b>   |                  |              | _                   | ▼           |             |
| New Position<br>Number   |   | New Job Code               |            |                  | New          | CAN                 |             |             |
| New TK Number            |   | New Base Salary            | ,          |                  | New          | Total Sala          | агу         |             |
|                          |   |                            |            |                  |              |                     |             |             |
| ORIENTATION INF          | ORMATION  | CCD Oct. 1 1               |            |                  | 0: 1         | 4: 0                |             |             |
| Orientation              | ▼   | CSD Orientation<br>Contact |            |                  |              | tion Cont<br>Number | act         |             |
| Orientaton Date          |   | Duty Station               |            |                  | Hire Ty      |                     |             |             |
| Fingerprints<br>Required | -   | Orientation Location       | n          |                  |              |                     |             |             |
|                          | _   |                            |            |                  |              |                     |             |             |

- c. Click on the JCPN tab to open the JC/PN request form. Greyed-out fields are auto-filled by the system.
- d. Select appropriate *Request Type* from the drop-down menu in the Request Section to retrieve the appropriate forms to be completed.



1) Choosing Job Code (only) opens the Job Code Information Section as shown below.

| Request Section- ( <i>To be</i>                           | completed by the CSD           | Branck  | nes)                          |                        |  |     | WiTS # 4587                      |
|---|--------------------------------|---------|-------------------------------|------------------------|--|-----|----------------------------------|
| Reason for Request:                                       | Initiate JCPN                  |         |                               |                        |  |     | Request Type:*                   |
| Requestor's Name:   |                                |         | IC/CSD Branch                 | : 01                   | D/B  |     | Job Code 🔻                       |
| Phone Number:   |                                |         | Fax Number:                   |                        |  |     | JC Request:*                     |
| Employee Name:  | Gibson, James A                |         | Employee ID:                  |                        |  |     | Create                           |
| Proposed Effective Date:                                  | 03/20/2005                     |         | CRADA Position                | ns: N                  | 0  | _ \ | Activate<br>Inactivate           |
| Branch PM Reviewer  |                                |         | Date Sent to B<br>PM Reviewer | ranch _                |  |     | Modify<br>Correct                |
| Official Position Title Descr<br>Manager Level (Superviso |                                |         | V                             | Pay Plan<br>Special Pa | y Table (if applicable)  |     |                                  |
| Manager Level (Superviso<br>FLSA Status                   | ry Level)                      | Ţ       |                               | Salary Gra             |  |     |                                  |
|   |                                |         |                               |                        |  |     |                                  |
| Position Management Tea                                   | am Section- ( <i>To be cor</i> | npleted | l by the Positio              | n Managen              |  | _   |                                  |
| PM Team Issuer  |                                | # of    | Submissions to                | PM Team                | 0  |     |                                  |
| Date Sent to PM Team                                      |                                | Date    | e Completed By                | PM Team                |  |     |                                  |
| Date Sent to PM Team<br>Assistant                         |                                |         | e Returned From<br>stant      | PM Team                |  |     |                                  |
| Job Code Number   |                                | Job     | Code Decision                 |                        | Created new job code<br>Incomplete request - re<br>Reviewed position rec |     | estor for correction/information |

2) Position Number (only) opens the Position Number Information Section as shown below.

| Request Section- ( <i>To be</i> a   | completed by the C          | SD Branch   | nes)                               |                                    |                   | WiTS # 4587            |          |
|-------------------------------------|-----------------------------|-------------|------------------------------------|------------------------------------|-------------------|------------------------|----------|
| Reason for Request:                 | Initiate JCPN               |             |                                    |                                    |                   | Request Type:*         |          |
| Requestor's Name:                   |                             |             | IC/CSD Branch:                     | OD/B                               |                   | Position Number        | \        |
| Phone Number:                       |                             |             | Fax Number:                        |                                    |                   | PN Request:*           | 1        |
| Employee Name:                      | Gibson, James A             |             | Employee ID:                       |                                    |                   | Create                 |          |
| Proposed Effective Date:            | 03/20/2005                  |             | CRADA Positions:                   | No 🔽                               | \                 | Activate<br>Inactivate |          |
| Branch PM Reviewer                  |                             |             | Date Sent to Branch<br>PM Reviewer |                                    |                   | Modify<br>Correct      |          |
|                                     |                             |             |                                    |                                    |                   |                        | _        |
| Position Information Sect           | tion- ( <i>To be comple</i> | eted by the | CSD Branches)                      |                                    |                   |                        |          |
| Position Number                     |                             |             |                                    | Full/Part-Time/Intermitte          | ent               | •                      |          |
| Official Supervisor Position<br>:o) | Number (Reports             |             |                                    | Regular Shift (if applicab         | ile)              |                        |          |
| Name and Title of Official S        | upervisor                   |             |                                    | Standard Hours (Per We             | eek)              | 0                      | _        |
| Position Occupied (Compe            | titive/Excepted)            |             | ▼                                  | Compensation Frequent<br>Hourly)   | cy (Annual, Daily | •                      |          |
| Comp Level Code (3 Digit (          | Code)                       |             |                                    | Bargaining Unit                    |                   | ▼                      |          |
| Date Position Classified            |                             |             |                                    | Union Code (if applicable          | е)                |                        | _        |
| Department (Admin Code)             |                             |             |                                    | Target Grade of Position           | 1                 | ·                      |          |
| Location Code/Position Lo           | cation                      |             | ▼                                  | Functional Sensitivity Co          | ode               | N-Non-Computer         | <b>T</b> |
| Regular/Temporary (Position         | on)                         |             | _                                  | Job Sensitivity Code               |                   |                        | _        |
| Exempt Type                         |                             |             | •                                  |                                    |                   |                        |          |
|                                     |                             |             |                                    |                                    |                   |                        |          |
| Position Management Tea             | nm Section- (To be          |             |                                    |                                    |                   |                        |          |
| PM Team Issuer                      |                             |             | Submissions to PM Te               |                                    |                   |                        |          |
| Date Sent to PM Team                |                             |             | Completed By PM Te                 |                                    |                   |                        |          |
| Date Sent to PM Team<br>Assistant   |                             |             | e Returned From PM T<br>stant      | eam                                |                   |                        |          |
| Position Number                     |                             | Bosit       | tion Number Decision               | Modified positio<br>Created new po |                   |                        |          |
| - OSIGOTI Walliber                  |                             | 1.021       | don wantber bedston                | Inactivated posi                   |                   |                        |          |

3) Choosing *JCPN* (Job Code & Position Number) opens both the Job Code Information Section and the Position Number Information Section as shown below.

| Request Section- (To be complete Reason for Request: Initiate Requestor's Name: Phone Number: Gibsor Proposed Effective Date: 03/20/2 Branch PM Reviewer  Job Code Information Section- (To Job Code Number Occupational Series(4-digit code) Official Position Title Description Manager Level (Supervisory Level) FLSA Status  Position Information Section- (To Position Number Official Supervisor Position Number Occupied (Competitive/Exc Comp Level Code (3 Digit Code) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section PM Team Issuer Date Sent to PM Team  | JCPN  James A  2005  To be completed in the completed by  | IC/CSD Branch: Fax Number: Employee ID: CRADA Positions: Date Sent to Branch PM Reviewer  by the CSD Branches) Pay I Func Pay I Spec   | Basis (PA/PD/PH)   | ittent cable)  | c Create Activate /ate Inactivate / Modify                            |
|--|--|--|--|--|---|
| Requestor's Name: Phone Number: Employee Name: Gibsor Proposed Effective Date: 03/20/2 Branch PM Reviewer  Job Code Information Section- (7) Job Code Number Occupational Series(4-digit code) Official Position Title Description Manager Level (Supervisory Level) FLSA Status  Position Information Section- (70 Position Number Official Supervisor Position Number to) Name and Title of Official Supervisor Position Occupied (Competitive/Exicon) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section PM Team Issuer  | To be completed by the  | Fax Number: Employee ID:  CRADA Positions: Date Sent to Branch PM Reviewer  by the CSD Branches)  Pay  Func Pay  Spec Salar  y the CSD Branches)   | Basis (PA/PD/PH)  ctional Classification Cat Plan cial Pay Table (if applicat ry Grade  Full/Part-Time/Intermi Regular Shift (if applic Standard Hours (Per V Compensation Freque  | tegory  tegory  wittent cable)   | JC/PN  PN Request:*  Create Activate Inactivate Modify ct Correct     |
| Phone Number:  Employee Name:  Oibsor  Proposed Effective Date:  O3/20/2  Branch PM Reviewer  Oob Code Information Section- (7)  Oob Code Number  Occupational Series(4-digit code)  Official Position Title Description  Manager Level (Supervisory Level)  FLSA Status  Position Information Section- (70  Position Number  Official Supervisor Position Number  Official Supervisor Position Number  Oor Description Occupied (Competitive/Exicon)  Date Position Classified  Department (Admin Code)  Location Code/Position Location  Regular/Temporary (Position)  Exempt Type  Position Management Team Section  Position Managemen | o be completed by the c | Fax Number: Employee ID:  CRADA Positions: Date Sent to Branch PM Reviewer  by the CSD Branches)  Pay  Func Pay  Spec Salar  y the CSD Branches)   | Basis (PA/PD/PH)  ctional Classification Cat Plan cial Pay Table (if applicat ry Grade  Full/Part-Time/Intermi Regular Shift (if applic Standard Hours (Per V Compensation Freque  | tegory  tegory  wittent cable)   | PN Request:*  PN Request:*  Create Activate Inactivate Modify Correct |
| Employee Name: Gibsor Proposed Effective Date: 03/20/2 Branch PM Reviewer  Dob Code Information Section- (7) Dob Code Number Doccupational Series(4-digit code) Official Position Title Description Manager Level (Supervisory Level) FLSA Status  Position Information Section- (70 Position Number Official Supervisor Position Number Official Supervisor Position Number Dosition Occupied (Competitive/Exico) Date Position Classified Department (Admin Code) Docation Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section Position Position Position Position Management Team Section Position | o be completed by the c | Employee ID:  CRADA Positions:  Date Sent to Branch PM Reviewer  by the CSD Branches)  Pay  Func Pay  Spec Salar  y the CSD Branches)  | Basis (PA/PD/PH)  stional Classification Cat Plan  sial Pay Table (if applicat ry Grade  Full/Part-Time/Intermi Regular Shift (if applic Standard Hours (Per V Compensation Freque | tegory  tegory  wittent cable)   | Create Activate Vate Vate Vate Vate Vate Vate Vate V                  |
| Proposed Effective Date: 03/20/2  Branch PM Reviewer  Job Code Information Section- (7)  Job Code Number  Doccupational Series(4-digit code)  Difficial Position Title Description  Manager Level (Supervisory Level)  FLSA Status  Position Information Section- (70  Position Number  Official Supervisor Position Number  Dosition Occupied (Competitive/Exicon)  Date Position Classified  Department (Admin Code)  Location Code/Position Location  Regular/Temporary (Position)  Exempt Type  Position Management Team Section  Position Management Team Section | o be completed by the c | CRADA Positions: Date Sent to Branch PM Reviewer  by the CSD Branches)  Pay  Func Pay  Spec Salar  y the CSD Branches)   | Basis (PA/PD/PH)  stional Classification Cat Plan  sial Pay Table (if applicat ry Grade  Full/Part-Time/Intermi Regular Shift (if applic Standard Hours (Per V Compensation Freque | Actival Inactive Inactive Modify Correct Inactive Inactiv | te Activate vate vate vate vate vate vate vate                        |
| Control Code (3 Digit Code) Code Information Section- (7 Dob Code Number Coccupational Series (4-digit code) Cofficial Position Title Description Manager Level (Supervisory Level) FLSA Status  Position Information Section- (70 Dosition Number Consistion Number Consistion Occupied (Competitive/Exico) Comp Level Code (3 Digit Code) Code Position Classified Coppartment (Admin Code) Cocation Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section Code Code (1 Digit Code) Code Code (2 Digit Code) Code Code (3 Digit Code) Code Code (4 Digit Code) Code Code (5 Digit Code) Code Code (6 Digit Code) Code Code (7 Digit Code) Code Code (8 Digit Code) Code Code (9 Digit Code) Code Code (1 Digit Code) Code Code (2 Digit Code) Code Code (3 Digit Code) Code Code (3 Digit Code) Code Code (4 Digit Code) Code Code Code Code Code Code Code Code  | o be completed by the complete by the comp | Date Sent to Branch PM Reviewer  by the CSD Branches)  Pay  Func Pay  Spec Salar  Sy the CSD Branches)   | Basis (PA/PD/PH)  stional Classification Cat Plan  sial Pay Table (if applicat ry Grade  Full/Part-Time/Intermi Regular Shift (if applic Standard Hours (Per V Compensation Freque | tegory  tegory  ittent cable)  | vate Inactivate Modify ct Correct                                     |
| Job Code Information Section- (7 Job Code Number Docupational Series(4-digit code) Official Position Title Description Manager Level (Supervisory Level) FLSA Status  Position Information Section- (76 Position Number Official Supervisor Position Number Official Supervisor Position Number Dosition Occupied (Competitive/Exi Comp Level Code (3 Digit Code) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section Position Position Position Position Position Management Team Section Position Positi | o be completed b   | PM Reviewer  by the CSD Branches)  Func  Pay  Spec  Salar  y the CSD Branches)   | Basis (PA/PD/PH)  tional Classification Cat Plan  cial Pay Table (if applicat ry Grade  Full/Part-Time/Intermi Regular Shift (if applic  Standard Hours (Per V Compensation Freque | tegory ble) ittent cable)  | Correct   |
| Occupational Series (4-digit code) Official Position Title Description Manager Level (Supervisory Level) FLSA Status  Position Information Section - (70 Position Number Official Supervisor Position Number to) Name and Title of Official Supervisor Position Occupied (Competitive/Exi Comp Level Code (3 Digit Code) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section PM Team Issuer  | o be completed b   | Pay Function Function Factor Function Factor Function Fu  | tional Classification Cat<br>Plan<br>tial Pay Table (if applicat<br>ry Grade<br>Full/Part-Time/Intermi<br>Regular Shift (if applic<br>Standard Hours (Per V<br>Compensation Freque | tegory ble) ittent cable) Week)  |   |
| Occupational Series (4-digit code) Official Position Title Description Manager Level (Supervisory Level) FLSA Status  Position Information Section - (70 Position Number Official Supervisor Position Number On State and Title of Official Supervisor Position Occupied (Competitive/Exc Comp Level Code (3 Digit Code) Oate Position Classified Oppartment (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section Position Management Team Section Position Management Team Section Position Management Team Section  | o be completed b   | Func Pay Spec Salar  y the CSD Branches)   | tional Classification Cat<br>Plan<br>tial Pay Table (if applicat<br>ry Grade<br>Full/Part-Time/Intermi<br>Regular Shift (if applic<br>Standard Hours (Per V<br>Compensation Freque | tegory ble) ittent cable) Week)  |   |
| Official Position Title Description Manager Level (Supervisory Level) FLSA Status  Position Information Section- (76 Position Number Official Supervisor Position Number Official Supervisor Position Number Osition Occupied (Competitive/Excomp Level Code (3 Digit Code) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section PM Team Issuer   | o be completed b   | Pay I Spec Salar   | Plan cial Pay Table (if applicatory Grade  Full/Part-Time/Intermi Regular Shift (if applicory Standard Hours (Per Volume Compensation Freque                                       | ittent cable)  |   |
| Manager Level (Supervisory Level) FLSA Status  Position Information Section- (76 Position Number Difficial Supervisor Position Number Down and Title of Official Supervisor Position Occupied (Competitive/Exc Comp Level Code (3 Digit Code) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section PM Team Issuer   | o be completed b   | Spec Salar S | ry Grade  Full/Part-Time/Intermi  Regular Shift (if applic  Standard Hours (Per V  | ittent cable)  |   |
| Position Information Section- (70 Position Number Official Supervisor Position Number Over and Title of Official Supervisor Position Occupied (Competitive/Exc Comp Level Code (3 Digit Code) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section PM Team Issuer   | o be completed b   | Salary the CSD Branches)   | Full/Part-Time/Intermi<br>Regular Shift (if applic<br>Standard Hours (Per V<br>Compensation Freque   | ittent cable)  | 0   |
| Position Information Section- (76 Position Number Official Supervisor Position Number to) Name and Title of Official Supervisor Position Occupied (Competitive/Exc Comp Level Code (3 Digit Code) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section PM Team Issuer   | be completed b   | y the CSD Branches)  | Full/Part-Time/Intermi<br>Regular Shift (if applic<br>Standard Hours (Per V<br>Compensation Freque   | ittent<br>cable)<br>Week)  | 0   |
| Position Number Official Supervisor Position Number to) Name and Title of Official Supervisor Position Occupied (Competitive/Exc Comp Level Code (3 Digit Code) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section PM Team Issuer   | (Reports   |  | Regular Shift (if applic<br>Standard Hours (Per V  | cable)<br>Week)  | 0   |
| Official Supervisor Position Number Official Supervisor Name and Title of Official Supervisor Position Occupied (Competitive/Exc<br>Comp Level Code (3 Digit Code) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type Position Management Team Section M Team Issuer  | or   |  | Regular Shift (if applic<br>Standard Hours (Per V  | cable)<br>Week)  | 0   |
| Name and Title of Official Supervisor Position Occupied (Competitive/Exi Comp Level Code (3 Digit Code) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type Position Management Team Section M Team Issuer   | or   | <u> </u>   | Standard Hours (Per V  | Week)  | 0   |
| Name and Title of Official Supervisor Position Occupied (Competitive/Exc Comp Level Code (3 Digit Code) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section Team Issuer  | _  | v  | Compensation Freque  |  | 0   |
| Comp Level Code (3 Digit Code) Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type Position Management Team Section PM Team Issuer   | cepted)  | <b>V</b>   |  | ency (Annual, Daily,   | •   |
| Date Position Classified Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type Position Management Team Section PM Team Issuer  |  |  | nourly)  |  |   |
| Date Position Classified  Department (Admin Code)  Location Code/Position Location  Regular/Temporary (Position)  Exempt Type  Position Management Team Section  PM Team Issuer  |  |  | Bargaining Unit  |  | •   |
| Department (Admin Code) Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section PM Team Issuer  |  |  | Union Code (if applica   | able)  |   |
| Location Code/Position Location Regular/Temporary (Position) Exempt Type  Position Management Team Section PM Team Issuer  |  |  | Target Grade of Positi   |  | ·   |
| Regular/Temporary (Position)  Exempt Type  Position Management Team Section  PM Team Issuer  | <u> </u>   | •  | Functional Sensitivity   |  | N-Non-Computer 🔻  |
| Position Management Team Secti<br>PM Team Issuer   | <u> </u>   | _  | Job Sensitivity Code   |  |   |
| PM Team Issuer   |  |  |  |  | ,   |
| PM Team Issuer   | / <del></del> 1  |  |  |  |   |
|  | un- ( <i>To be comp</i>  | # of Submissions to PM Te  |  |  |   |
| Date Selic to Fish realin  |  | Date Completed By PM Te  |  |  |   |
| Date Sent to PM Team   |  | Date Completed by PM Te<br>  Date Returned From PM Te  |  |  |   |
| Assistant  |  | Assistant  | [  | :  |   |
| Job Code Number  |  | Job Code Decision  | Created new j<br> Incomplete re<br> Reviewed po  | job code<br>equest - return to reque:<br>osition record - no requ  | stor for correction/information<br>est/action necessary               |
| Position Number  |  | Position Number Decision   |  | ition number<br>position number<br>osition number  |   |
|  |  |  |  |  |   |
| Comments Comments  |  |  | _  |  |   |

e. HR Specialist enters Job Code and/or Position Number request information as appropriate. *This is an example of a combined Job Code and Position Number request.* 

Complete the JC/PN form as appropriate for the related non-WiTS action. For example, below is a request to activate a job code and modify a position number for a non-WiTS HR action. Identify the type of HR action this request is for within the Comments Section.

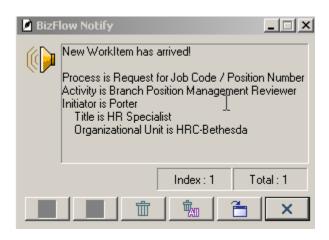
| ortifiow information tracking system | Jo                  | ob Coo            | le/Posi     | tion Nun                   | nber l   | Reque            | est Form  | OHR                  |                    |          |
|--------------------------------------|---------------------|-------------------|-------------|----------------------------|----------|------------------|---|----------------------|--------------------|----------|
| Request Section- ( <i>To be a</i>    | completed           | l by the (        | SD Branc    | hes)                       |          |                  |   |                      | WiTS # 4587        | 1        |
| Reason for Request:                  | Initiate JC         |                   |             |                            |          |                  |   |                      | Request Type:*     |          |
| Requestor's Name:                    |                     |                   |             | IC/CSD Bran                | veh :    | OD/B             |   | _                    | C/PN •             |          |
|                                      | 30159414            | ICO.              |             | ,                          |          | 30148            | 21.401  |                      |                    | #        |
| hone Number:                         |                     |                   |             | Fax Number                 |          | 301481           | 11461   | JC Reque             |                    | lest:"   |
| mployee Name:                        | Gibson, .           |                   |             | Employee ID                | ):       |                  | -   | Create<br>Activate   | Create<br>Activate | 9        |
| Proposed Effective Date:             | 03/20/200           | )5                |             | CRADA Posit                |          | No 🖪             |   | Inactivate<br>Modify | Inactiva<br>Modify | te       |
| ranch PM Reviewer                    |                     |                   |             | Date Sent to<br>PM Reviewe |          |                  |   | Correct              | Correct            |          |
| ob Code Information Se               | rtion- ( <i>To</i>  | ће сотл           | leted hv ti | he CSD Branc               | hes)     |                  |   |                      |                    |          |
| ob Code Number                       | (10                 | 111111            |             | Job Di dile                |          | Basis (PA        | /PD/PH)   | PA ▼                 |                    |          |
| Occupational Series(4-digit          | t code)             | 0401              |             |                            |          |                  | ssification Category  | 11 - Research        | 1                  | <b>~</b> |
| Official Position Title Descri       |                     | Biologis          | +           |                            | Pay F    |                  |   | GS 🔻                 |                    |          |
|                                      |                     |                   | upervisory  |                            |          |                  | able (if applies ble)   | 199                  |                    |          |
| Manager Level (Supervisor            | ry Level)           |                   |             | <u> </u>                   | •        |                  | able (if applicable)  |                      |                    |          |
| LSA Status                           |                     | Exempt            | ~           |                            | Salar    | y Grade          |   | 09 🔽                 |                    |          |
| osition Information Sect             | tion- ( <i>To t</i> | e comple          | eted by the | e CSD Branch               | nes)     |                  |   |                      |                    |          |
| osition Number                       |                     |                   | 99999999    |                            |          | Full/Par         | t-Time/Intermittent   |                      | Full-Time 💌        |          |
| official Supervisor Position         | Number (            | Reports           | 33333333    |                            |          | Regular          | Shift (if applicable)   |                      |                    |          |
| -,<br>ame and Title of Official S    | upervisor           |                   | Sally Jon   | es, Lab Chief              |          | Standa           | rd Hours (Per Week)   |                      | 40                 |          |
| osition Occupied (Compe              | titive/Exce         | pted)             | Competiti   | ive 🔽                      |          | Compe<br>Hourly) | nsation Frequency (A  | nnual, Daily,        | Annual 🔻           |          |
| omp Level Code (3 Digit (            | Code)               |                   | 999         |                            |          |                  | ning Unit   |                      | 8888 🔻             |          |
| ate Position Classified              |                     |                   |             |                            |          | Union 0          | Code (if applicable)  |                      |                    |          |
| epartment (Admin Code)               |                     |                   | HNAM4       |                            |          | Target           | Grade of Position   |                      | 11 🕶               |          |
| ocation Code/Position Lo             | cation              |                   | 24013003    | 11 - Bethesda              | -        | Functio          | nal Sensitivity Code  |                      | N-Non-Computer     | · 🔻      |
| egular/Temporary (Positio            |                     |                   | Tempora     |                            |          | Job Ser          | nsitivity Code  |                      | 1 Nonsensitive     | -        |
| xempt Type                           |                     |                   | N/A         | -                          |          |                  |   |                      |                    |          |
|                                      |                     |                   |             |                            |          |                  |   |                      |                    |          |
| osition Management Tea               | m Section           | 1- ( <i>To be</i> |             |                            |          |                  |   | _                    |                    |          |
| M Team Issuer                        |                     |                   |             | f Submissions              |          |                  | 0   |                      |                    |          |
| ate Sent to PM Team                  |                     |                   |             | e Completed B              |          |                  |   |                      |                    |          |
| ate Sent to PM Team<br>Assistant     |                     |                   |             | e Returned Fri<br>istant   | om PM Te | eam              |   |                      |                    |          |
| ob Code Number                       |                     |                   | Job         | Code Decision              | n        |                  | Created new job code<br>Incomplete request - return to requestor for correction/information<br>Reviewed position record - no request/action necessary |                      |                    |          |
| osition Number                       |                     |                   | Pos         | ition Number (             | Decision |                  | Modified position number<br>Created new position number<br>Inactivated position number  |                      |                    | -        |
|                                      |                     |                   |             |                            |          |                  |   |                      |                    |          |
| Comments                             | ion of A            | ont for           | 1 vear      |                            |          |                  | -   |                      |                    |          |
| Comments                             | 5 TOIL OF A         | phr in.           | T Acat.     |                            |          |                  |   |                      |                    |          |

f. HR Specialist selects "*Initiate JC/PN Request*" and clicks on to the Branch Position Management Reviewer's worklist.



### 2. BRANCH PM (POSITION MANAGEMENT) REVIEWER

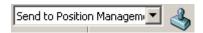
The HR Specialist, who has been designated as the Branch's PM (Position Management) Reviewer, receives e-mail or WiTS pop-up window notification that a new JCPN workitem has been received.



- a. The Branch PM Reviewer opens the JCPN action to retrieve.
- b. Review for accuracy and completeness and edit, if necessary.

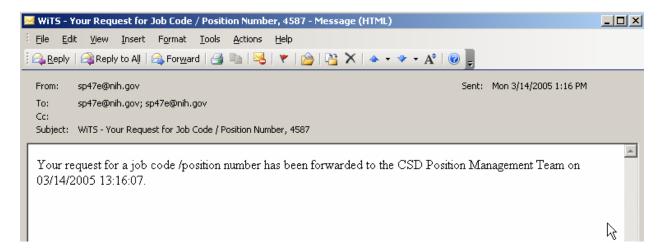
| Request for Job Code / Position            | n Number - Branch Pos      | ition Management Reviewe | r - Microso | ft Internet Explorer       |  | _8>                              |
|--|----------------------------|--------------------------|-------------|----------------------------|--|----------------------------------|
| Send to Position Managem 🔽 🔥               |                            | g 🔐 🔾 🔾                  | à <i>3</i>  | ×                          |  |                                  |
| ☑ JCPN                                     |                            |                          |             |                            |  |                                  |
| M J J S                                    | Job Coo                    | le/Position Nur          | nber 1      | Request Form               | OF   | ir 😂 🎉                           |
| Request Section- (To be a                  | completed by the (         | CSD Branches             |             |                            |  | wits # 4587                      |
| Reason for Request:                        | Initiate JCPN              | Job Branches 7           |             |                            |  | Request Type:*                   |
| Requestor's Name:                          | Porter, Sharon             | IC/CSD Bran              | nch:        | OD/B                       |  | JC/PN 🔻                          |
| Phone Number:                              | 3015941462                 | Fax Number               |             | 3014801461                 | JC Re  | quest:* PN Request:*             |
| Employee Name:                             | Gibson, James A            | Employee IC              |             |                            | Crea   |                                  |
| Proposed Effective Date:                   | 03/20/2005                 | CRADA Posit              |             | No 🔻                       | Activ  | rate Activate ivate Inactivate   |
| Branch PM Reviewer                         | Porter, Sharon             | Date Sent to             |             | 03/11/2005 05:59 PM        | Mod  | ify Modify                       |
|  | J. 21121, 21121011         | PM Reviewe               | r           | 1-2772230 00.001 10        | Com  | su joureu                        |
| Job Code Information Sec                   | tion- ( <i>To be comp</i>  | leted by the CSD Branc   | ches)       |                            |  |                                  |
| Job Code Number                            | 111111                     |                          | Pay B       | Basis (PA/PD/PH)           | PA 🔻   |                                  |
| Occupational Series(4-digit                | code) 0401                 |                          | Fund        | tional Classification Ca   | ategory 11 - Rese  | arch 🔽                           |
| Official Position Title Descri             | ption Biologis             | st                       | Pay F       | Plan                       | GS 🔽   |                                  |
| Manager Level (Supervisor                  | y Level) 8-Nons            | upervisory <u> </u>      | Spec        | ial Pay Table (if applica  |  |                                  |
| FLSA Status                                | Exempt                     | ▼                        | Salar       | y Grade                    | 09 🔻   |                                  |
| Position Information Sect                  | inn- ( <i>To be comple</i> | eted by the CSD Branch   | bes)        |                            |  |                                  |
| Position Number                            | ion (10 be compr           | 99999999                 | 1037        | Full/Part-Time/Intern      | nittent  | Full-Time 🔻                      |
| Official Supervisor Position to)           | Number (Reports            | 33333333                 |             | Regular Shift (if appl     | icable)  |                                  |
| Name and Title of Official S               | upervisor                  | Sally Jones, Lab Chief   |             | Standard Hours (Per        | · Week)  | 40                               |
| Position Occupied (Compet                  | itive/Excepted)            | Competitive 🔻            |             | Compensation Frequ         | iency (Annual, Daily,  | Annual ▼                         |
| Comp Level Code (3 Digit (                 | Code)                      | 999                      |             | Hourly)<br>Bargaining Unit |  | 8888                             |
| Date Position Classified                   |                            |                          |             | Union Code (if applic      | :able)   |                                  |
| Department (Admin Code)                    |                            | HNAM4                    |             | Target Grade of Posi       |  | 11 🔻                             |
| Location Code/Position Loc                 | cation                     | 240130031 - Bethesda     | ▼           | Functional Sensitivity     |  | N-Non-Computer ▼                 |
| Regular/Temporary (Position                | on)                        | Temporary 🔽              | _           | Job Sensitivity Code       |  | 1 Nonsensitive                   |
| Exempt Type                                |                            | N/A                      |             |                            |  |                                  |
|  |                            |                          |             |                            |  |                                  |
| Position Management Tea                    | m Section- (To be          |                          |             |                            |  |                                  |
| PM Team Issuer                             |                            | # of Submissions         |             |                            |  |                                  |
| Date Sent to PM Team  Date Sent to PM Team |                            | Date Completed E         |             |                            |  |                                  |
| Assistant                                  |                            | Assistant                |             |                            | i de e e de  |                                  |
| Job Code Number                            |                            | Job Code Decision        | n           | Incomplete r<br>Reviewed p | r job code<br>equest - return to requ<br>osition record - no req | estor for correction/information |
| Position Number                            |                            | Position Number I        | Decision    | Created new                | sition number<br>position number<br>position number              | <u> </u>                         |
| C  |                            |                          |             |                            |  |                                  |
| Comments<br>Extens                         | ion of Appt for            | 1 year                   |             | _                          |  |                                  |
| Comments                                   |                            |                          |             | <b>V</b>                   |  |                                  |

c. Branch PM Reviewer selects "Send to Position Management Team" and clicks on forward the action to the CSD PM (Position Management) Team to process JCPN request.



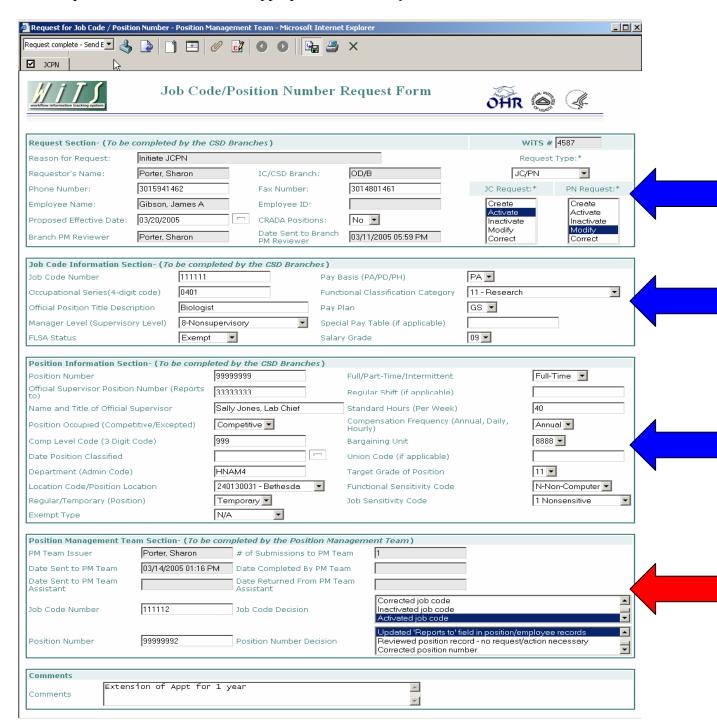
### 3. HR SPECIALIST

HR Specialists receive email notice that the JCPN request has been submitted to the CSD Position Management Team for action.



### 4. PM (POSITION MANAGEMENT) TEAM ISSUER (CSD/OD)

- a. The PM Team Issuer opens the Job Code/Position Number Request to retrieve.
- b. Complete and issue the JCPN as appropriate. For example,

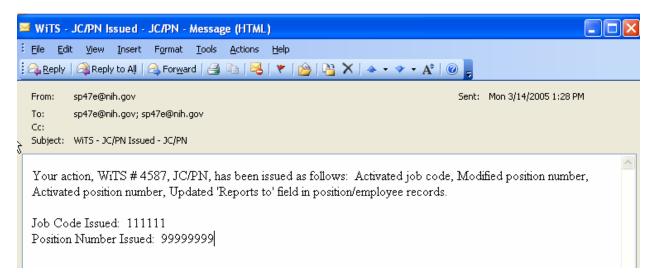


- c. PM Team HR Specialist selects "Request Complete Send Email..." and clicks on to assign the final Job Code and/or Position Number for the action.
- d. This sends an email notification to the requester and PM Reviewer and closes and archives the completed request.



### 5. HR SPECIALIST

HR Specialist and Branch PM Reviewer receive e-mail notification that Job Code/Position Number request has been assigned/completed.



- To view the completed JCPN Request form, HR Specialist:
  - o Locate the WiTS JCPN Request within the *Archived* Bizcove of the work page.
  - o Click the checkbox next to the appropriate WiTS JCPN action.
  - o Click on "Detail" button
  - o Click to check the last completed activity checkbox in the pop-up window
  - o Click the "View" tab.

The completed JCPN Request form opens. This form cannot be edited, but user can review, print, and/or save it if needed. For example,



# Job Code/Position Number Request Form



| Request Section- (To be           | completed                      | by the            | CSD Branc  | ches)                  |              |                    |  | 1   | WiTS # 4   | 587                    |
|-----------------------------------|--------------------------------|-------------------|------------|------------------------|--------------|--------------------|--|---|------------|------------------------|
| Reason for Request:               | Initiate JC                    | PN                |            |                        |              |                    |  | F   | tequest Ty | /pe:*                  |
| Requestor's Name:                 | Porter, Sh                     | naron             |            | IC/CSD Bra             | anch:        | OD/B               |  | JC  | ▼          |                        |
| Phone Number:                     | none Number: 3015941462        |                   |            |                        | er:          | 3014801            | 461  | JC Reques   | st:*       | PN Request:*           |
| Employee Name:                    | Employee Name: Gibson, James A |                   |            |                        | Employee ID: |                    |  | Create  |            | Create                 |
| Proposed Effective Date:          | 03/20/200                      | 15                |            | CRADA Pos              | sitions:     | No 🔻               |  | Activate<br>Inactivate                                    |            | Activate<br>Inactivate |
| Branch PM Reviewer                | Porter, Sh                     | naron             |            | Date Sent<br>PM Review |              | 03/11/20           | 05 05:59 PM  | Modify<br>Correct   |            | Modify<br>Correct      |
|                                   |                                |                   |            |                        |              |                    |  |   |            |                        |
| Job Code Information Se           | ction- ( <i>To</i>             |                   | leted by t | the CSD Brai           | nches)       |                    |  |   |            |                        |
| Job Code Number                   |                                | 1111111           |            |                        | Pay B        | Basis (PA/P        | D/PH)  | PA 🔻  |            |                        |
| Occupational Series(4-digi        | it code)                       | 0401              |            |                        | Funct        | tional Class       | sification Categor   | y 11-Research   |            | ▼                      |
| Official Position Title Descr     | ription                        | Biologis          | it         |                        | Pay F        | Plan               |  | GS 🔽  |            |                        |
| Manager Level (Superviso          | ry Level)                      | 8-Nons            | upervisory |                        | Speci        | ial Pay Tab        | le (if applicable)   |   |            |                        |
| FLSA Status                       |                                | Exempt            | ▼          |                        | Salar        | y Grade            |  | 09 🔻  |            |                        |
|                                   |                                |                   |            |                        |              |                    |  |   |            |                        |
| Position Information Sec          | tion- ( <i>To t</i>            | e compl           | _          |                        | ches)        |                    |  |   |            |                        |
| Position Number                   |                                |                   | 99999999   |                        |              | Full/Part-         | Time/Intermittent  |   | Full-Tir   | ne 💌                   |
| Official Supervisor Position to)  | n Number (                     | Reports           | 33333333   |                        |              | Regular 9          | Shift (if applicable)  | )   |            |                        |
| Name and Title of Official 9      | Supervisor                     |                   | Sally Jon  | es, Lab Chief          |              | Standard           | l Hours (Per Weel  | <)  | 40         |                        |
| Position Occupied (Compe          | titive/Exce                    | pted)             | Competit   | ive 🔻                  |              | Compens<br>Hourly) | ation Frequency  | (Annual, Daily,   | Annual     | •                      |
| Comp Level Code (3 Digit          | Code)                          |                   | 999        |                        |              | Bargainin          | ng Unit  |   | 8888 💌     |                        |
| Date Position Classified          |                                |                   |            |                        |              | Union Co           | de (if applicable)   |   |            |                        |
| Department (Admin Code)           | ı                              |                   | HNAM4      |                        |              | Target Gr          | rade of Position   |   | 11 🔻       |                        |
| Location Code/Position Lo         | cation                         |                   | 24013003   | 31 - Bethesda          | •            | Functiona          | al Sensitivity Code  | 9   | N-Non-     | -Computer 🔻            |
| Regular/Temporary (Positi         |                                |                   | Tempora    |                        |              |                    | itivity Code   |   |            | ensitive •             |
| Exempt Type                       |                                |                   | N/A        |                        |              |                    | · ·  |   | '          | _                      |
|                                   |                                |                   |            |                        |              |                    |  |   |            |                        |
| Position Management Te            | am Sectio                      | n- ( <i>To be</i> | complete   | ed by the Po           | sition Mai   | nagement           | Team)  |   |            |                        |
| PM Team issuer                    | Porter, S                      | haron             | # of       | f Submission:          | s to PM Te   | am 1               |  |   |            |                        |
| Dute Sent to PM Team              | 03/14/20                       | 05 01:16 F        | PM Dat     | e Completed            | By PM Tea    | am 03              | 3/14/2005 01:28 PM   | 1   |            |                        |
| Date Sent to PM Team<br>Assistant |                                |                   |            | e Returned F<br>istant | rom PM Te    | eam [              |  |   |            |                        |
| Job Code Number                   | 111111                         |                   | Job        | Code Decisio           | on           | A                  | activated job code<br>ctivated job code<br>lodified job code | )   |            |                        |
| Position Number                   | 9999999                        | 9                 | Pos        | ition Number           | Decision     | P                  |  | o' field in position/er<br>record - no request/<br>number |            |                        |
|                                   |                                |                   |            |                        |              |                    |  |   |            |                        |
| Comments                          |                                |                   | . 1        |                        |              |                    |  |   |            |                        |
| Comments                          | sion of A                      | uppt for          | 1 year     |                        |              |                    | <u> </u>   |   |            |                        |